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Class Specifications  
for the Class:

CARPENTER SUPERVISOR I

Duties Summary:

Supervises a group of several skilled carpenters in the performance of rough and finished carpentry work in the construction, alteration and repair of structural woodwork and wooden articles; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the first level full supervisory class in the series.

This class differs from that of Carpenter II in that the Carpenter Supervisor I plans, lays out and inspects the work of a group of several skilled carpenters and perhaps other workers on a substantially full-time basis and only occasionally may perform skilled carpentry work; whereas the Carpenter II spends a majority of the work time in performing skilled carpentry work and, in addition, supervises other skilled carpenters.

This class differs from that of Carpenter Supervisor II in that the Carpenter Supervisor I is the immediate supervisor of a group of skilled carpenters and plans, lays out and inspects the work of the group on a substantially full-time basis; whereas the Carpenter Supervisor II supervises through subordinate supervisors a large work force of skilled carpenters and perhaps other workers in a major segment of a building construction and maintenance program or the operation of a large carpentry shop.

Examples of Duties:

Plans, lays out, assigns, and inspects the work performed by a group of skilled carpenters engaged in performing rough and finished carpentry in making and repairing of structural woodwork and wooden articles; supervises carpenters in the operation of woodworking machines in the construction of cabinets, shelves, stairs, and other wood articles; inspects buildings to determine needed repairs and orders needed materials and supplies; reads blueprints or sketches and prepares comprehensive estimates of material, equipment, and labor needed to construct wooden buildings and other structures.

Minimum Qualification Requirements:

Experience and Training: Eight years of work experience in performing a variety of rough and finished carpentry work of which four years shall have been as a fully competent carpenter and including one year of supervisory work experience which included planning and scheduling the work of other fully competent carpenters, assigning and reviewing their work, and providing training; or an equivalent combination of experience and training.

Knowledge of: Practices and methods in the carpentry trade, including safety procedures; the tools, equipment and materials used in the carpentry trade; principles and practices of supervision.

Ability to: Plan, lay out, assign and review the work of a group of several skilled carpenters; develop a schedule of preventive maintenance, and determine the need for structural woodwork repairs; read and interpret blueprints and sketches; estimate time and materials needed to complete carpentry work, and keep records and make reports; understand, give and follow oral and written instructions; deal effectively with other supervisors in organizing and expediting work.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

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APPROVED: November 29, 1955

/s/ A.A. Akina, Jr.  
ARTHUR A. AKINA, JR.

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Director of Classification

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DATE: 5/9/83

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